

## Advocating Classics Education Privacy Notice:

This privacy statement explains the kinds of information we may obtain from or about you when you fill in our (online questionnaire/event feedback form), how we may use that information, and who we may share that information with. Advocating Classics Education (ACE) respects your right to privacy and we are committed to complying with applicable data protection and privacy law in the UK.

Any personal information which you provide to us and/or which we obtain about you, will be kept secure and confidential using appropriate organisational and technical measures.

### What personal information do we collect?

At our events or when you fill out our online form, and only when you choose to do so, we collect information we collect names and email addresses. The processing will take place in line with the requirements of data protection legislation.

### Why we process your data?

As data controller King's College London can process your personal information under the Data Protection Act 1998 and subsequent enactments (including the EU General Data Protection Regulation, or "GDPR", which comes into force on 25 May 2018).

### We process your personal information for the following purposes:

To inform our research into the historic and current availability of qualifications in Classical subjects across the UK. This is part of an AHRC project.

### We process your data based on the following reasons:

To conduct research, to measure the impact of the project and to share our findings from that research with relevant stakeholders such as the AHRC.

### How do we collect your data?

#### Direct Collection

We collect data to operate effectively. You provide some of this data directly to us, when you fill in our online questionnaire or complete an event feedback form.

#### Third Party websites

Our website may contain links to third party websites. If you follow these links, please note that these websites have their own privacy statement which are entirely separate from King's College London and King's is not responsible for them.

### Who do we share your data with?

We share our (**pseudo-anonymised**) data with the King's College London Classics Department and the AHRC. There is a chance that the results from our research will end up in a public facing research report made by the AHRC though this will be anonymous.

### How do we protect personal information?

We take appropriate measures to ensure that the information disclosed to us is kept secure, accurate and up to date and kept only for so long as is necessary for the purposes for which it is used. The Information Compliance team is consulted in early stages on new large scale personal information processing activities to advise how the processing activities can adhere to data protection legislation. Our database is encrypted with password protection and can only be accessed by staff. We do not share your information with Third Parties or our partner universities.

How we keep your data secure in other countries?

For this particular processing activity, detailed in this privacy statement, we do not transfer personal data outside of the EU/EEA.

### Your rights

As data controller the university will process your personal information in accordance with your rights under data protection legislation.

Your rights are:

- (a) right to be informed
- (b) right to gain access to your data
- (c) right of rectification
- (d) right to erasure
- (e) right to restriction
- (f) right to portability
- (g) right to object
- (h) right not to be subject to automatic profiling or decision making

If you have any queries in relation to how your rights are upheld, please contact us at [ace@kcl.ac.uk](mailto:ace@kcl.ac.uk) or through the Information Compliance team.

Requests from individuals to access their personal information will be managed in accordance with the Information Commissioner's Subject Access Code of Practice. To find out more information on how to make a subject access request please visit our webpage [here](#).

You can complain to the university by contacting the Information Compliance team in relation to how your data was processed. If you are not happy with our response, you can then take the matter to the Information Commissioner's Office.

How long do we keep your data for?

The university stores data about you in line with its retention and disposal schedule which can be found [here](#). Advocating Classics Education does not aim to keep any data for longer than we need to. We are of course also happy to delete your data whenever you ask us to.

### Lawful basis for processing personal information

To keep you up to date on the work and activity undertaken by us we process your personal data based on the lawful basis of fulfilling a public task (research).

If you would like to withdraw your consent, please contact us via email [ace@kcl.ac.uk](mailto:ace@kcl.ac.uk) or write to us at:

Advocating Classics Education, Department of Classics, King's College London, The Strand, London, WC2R 2LS.

By providing us with your personal information you acknowledge and consent to King's College London processing your personal information in accordance with the purposes as laid out in this privacy statement.

King's College London's' Data Protection Officer is:

Albert Chan

Assistant Director of Business Assurance (Information Compliance)

Contact [info-compliance@kcl.ac.uk](mailto:info-compliance@kcl.ac.uk)